



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC Box 20004
Camp Lejeune, North Carolina 28542-0004

BO P4900.1D
TE&O

19 SEP 2000

BASE ORDER P4900.1D

From: Commanding General
To: Distribution List

Subj: JOINT SECURITY ASSISTANCE TRAINING (JSAT) PROGRAM

Ref: (a) JSAT (Draft)--Joint Security Assistance Training
(JSAT) Regulation, AR 12-15/SECNAVINST 4950.4A/AF
Joint Instruction 16-105, 20 Dec 96
(b) CMDR, Trng CMD ltr, 1500 C470, dtd 17 Jul 00

Encl: (1) LOCATOR SHEET

1. Purpose. To publish and set forth policies and amplifying instructions for receiving, accommodating, and processing International Military Student (IMS) personnel assigned to Marine Corps formal schools or on-the-job training. To ensure that IMS personnel assigned to this command are received and accommodated in accordance with reference (a) and in keeping with the traditions of the Marine Corps. This Order is applicable to all units that host IMS personnel.

2. Cancellation. Base Order P4900.1C.

3. Background. Reference (a) provides specific guidance for the support of IMS personnel attending training under the auspices of the JSAT program. Security assistance training includes all training of foreign personnel authorized under the Foreign Assistance Act (FAA) of 1961, as amended, and the Arms Export Control Act (AECA), as amended.

4. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.

5. Summary of Revision. This Order has been revised in its entirety and should be reviewed thoroughly.

6. Point of Contact. The Base International Military Student Officer (IMSO) Coordinator, Training, Education and Operations Department is the POC for this Base Order. The IMSO Coordinator can be reached at (910) 451-7396.

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7. In accordance with reference (b), this order has been coordinated, staffed and concurred with by the Commander, Training Command, Training and Education Command, Marine Corps Combat Development Command.



A. J. KARLE, Jr.
Chief of Staff

DISTRIBUTION: A

BO P4900.1D

LOCATOR SHEET

11 SEP 2000

Subj: JOINT SECURITY ASSISTANCE TRAINING (JSAT) PROGRAM

Location:

(Indicate location(s) of copy(ies) of this Order.)

ENCLOSURE (1)

JOINT SECURITY ASSISTANCE TRAINING (JSAT) PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

[illegible]

JOINT SECURITY ASSISTANCE TRAINING (JSAT) PROGRAM

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JOINT SECURITY ASSISTANCE TRAINING (JSAT) PROGRAM

CHAPTER 1

JOINT SECURITY ASSISTANCE TRAINING (JSAT) PROGRAM

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JOINT SECURITY ASSISTANCE TRAINING (JSAT) PROGRAM

CHAPTER 1

OBJECTIVES AND RESPONSIBILITIES

1000. DEFINITION. Security Assistance may be defined as "the groups of programs authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended, or other related statutes by which the United States provides defense articles, military training, and other defense related services by grant, credit or cash sales, in furtherance of national policies and objectives."

1001. JOINT SECURITY ASSISTANCE TRAINING (JSAT) PROGRAM

1. Objectives

a. To assist eligible countries in developing expertise and systems needed for effective management and operation of its defense establishment or an element thereof.

b. To foster the foreign country's development of its own indigenous professional and technical training capability.

c. To promote U.S. rapport with the armed forces of foreign countries in order to operate in peacekeeping missions and coalition environments.

d. To promote better understanding of the United States, including its people, political system, institutions, and way of life.

e. To increase the IMS's awareness of the U.S. commitment to the basic principles of internationally recognized human rights.

f. To develop skills needed for effective operation and maintenance of equipment acquired from the United States.

g. To improve military skills of foreign military.

h. To further the ability of U.S. and allied military elements to work together in a combat environment/contingency mission.

2. Department of the Navy Responsibilities

a. The Secretary of the Navy (SECNAV) is responsible for the overall policy direction, coordination, planning, programming,

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and supervision of security assistance matters for the United States Navy and the United States Marine Corps.

b. The Director, Navy International Programs Office (Navy IPO) has overall responsibility for development of policy, implementation, and management oversight of the Security Assistance Training Program. In addition, Navy IPO implements and manages approved Department of the Navy (DON) Security Assistance Training Program (SATP) and is the focal point for DON SATP matters with foreign countries.

c. The Commandant of the Marine Corps (CMC) will implement the Marine Corps portion of the DON SATP. The Commandant's responsibility for the management and implementation of the Marine Corps portion of the DON SATP is executed by the Commanding General, Marine Corps Combat Development Command (CG, MCCDC). This is accomplished through the Director, Coalition and Special Warfare (CSW) Division.

1002. MARINE CORPS BASE SECURITY ASSISTANCE TRAINING PROGRAM

1. Objectives

a. To provide formal school instruction to IMS personnel as directed by Headquarters Marine Corps.

b. To provide on-the-job training to IMS personnel as directed by Headquarters Marine Corps.

c. To complete all administrative requirements associated with hosting IMS personnel.

d. To provide all IMS personnel with an opportunity to participate in the Information Program (IP).

e. To provide all IMS personnel with an appreciation of Marine Corps missions, organization and responsibilities in defense of the United States.

f. To foster friendship, trust and camaraderie between the Marine Corps and other military services.

2. Responsibilities

a. Assistant Chief of Staff, Training, Education and Operations (AC/S, TE&O) will:

(1) Assume staff cognizance over the Marine Corps Base JSAT Program.

(2) Establish, in writing, a Base IMSO Coordinator.

b. Base IMSO Coordinator will:

(1) Serve as the primary Point of Contact (POC) between CG, MCCDC/CSW and Formal Schools IMSO personnel for all IMS issues.

(2) Provide a copy of the International Travel Order (ITO) from the country Security Assistance Officer (SAO), or MCCDC/CSW to the appropriate Formal Schools IMSO within fifteen days prior to the IMS arrival or as soon thereafter as possible. If family members are authorized, the ITO should be provided 30 days prior to arrival. Unless authorized otherwise by MCCDC/CSW, the IMS must have the original ITO, bearing an original signature, in his/her possession in order to begin training.

(3) Notify Formal Schools Host Unit IMSOs of the Estimated Time of Arrival (ETA) of IMS personnel.

(4) Coordinate with organizational IMSOs to ensure compliance with the provisions established by the JSAT Program.

c. Commanding Officers, Marine Corps Combat Service Support School (MCCSSS), School of Infantry (SOI), Marine Corps Engineer School (MCES), and Field Medical Service School (FMSS) will:

(1) Appoint, in writing, both a primary and an alternate IMSO and provide a copy of the appointment letter to the AC/S, TE&O, MCB, Camp Lejeune. The appointment letter will include, as a minimum, the rank (or pay grade), name, duty phone, FAX number, E-mail/Internet address, building number, and street address of the individuals appointed as the primary and alternate IMSO.

(2) Within 30 days of designating an IMSO, complete and submit to MCCDC/CSW, a DD Form 1556, *Request, Authorization, Agreement, Certification of Training and Reimbursement*, requesting Defense Institute Of Security Assistance Management (DISAM) Security Assistance Management-Training Officer (SAM-TO) [IMSO] training. Provide the Base IMSO Coordinator a copy of subject request and, upon completion of training, a copy of the certificate of training.

(3) With the authorization of the Commanding General, MCCDC, and the concurrence of the Security Assistance Officer

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(SAO), approve, as appropriate, all necessary Invitational Travel Orders (ITOs) amendments and endorsements. Amendments and endorsements will be prepared in accordance with JSAT, Chapter 7; a copy will be forwarded to the Base IMSO Coordinator.

(4) Designate officers or SNCO's (of equal rank to the IMS or higher) to act as sponsors for IMS personnel. Students may not be assigned as sponsor but may escort IMS personnel to activities in support of the IP.

(5) Review the Monthly 12-Month Projection Report each month to ensure that the courses listed will occur as scheduled. Notify the Base IMSO Coordinator of all discrepancies noted by the 10th calendar day of the month. Negative reports are required.

(6) Upon notification of the projected gain of an IMS, forward advance information/welcome aboard packets to the appropriate SAO for issue to the designated IMS. Packets will include such items as school brochures, maps of the local area, estimates of living costs, types of clothing required, housing facilities available, and other information that would be of interest to prospective IMS personnel.

(7) Provide transportation from the arrival point to the Formal School. Whenever possible, personnel of equal or higher grade should greet new arrivals.

(8) Provide appropriate billeting for IMS personnel.

(9) Assist the IMS through the checking-in process and in resolving administrative or academic problems.

(10) Arrange for a call on the host organization commanding officer.

(11) Coordinate with the Base Disbursing Officer (Travel Section) as to how and when the IMS will be paid.

(12) If Camp Lejeune is the first duty station of the IMS, ensure that the IMS is issued a Uniformed Services Identification Privileges Card (USIPC) in accordance with Chapter 10, JSAT. The USIPC should contain the statement, "Valid in CONUS Only" and will expire on the date out processing is expected to be completed. The unit IMSO will provide the Base Coordinator a copy of the USIPC issuance form within three calendar days of arrival. The issuance form should provide details of entitlements.

(a) An endorsement will be placed on the individual's ITO that a USIPC has been issued and the number of the subject's card will be included in the endorsement. The IMS's ITO number will be indicated on the USIPC. Commanding officers of training activities are authorized to issue USIPCs when such cards have been lost, destroyed, or mutilated beyond use, and when training has been extended beyond the expiration date indicated on the initial card. Upon completion of training, if the IMS is not scheduled for further training with U.S. Military Forces, ensure that his/her USIPC has been turned in to his/her organization's issuing officer and an endorsement made upon the ITO that the card has been returned. The card will then be disposed of in accordance with current instructions.

(b) A USIPC may be issued to dependents accompanying IMS personnel at the discretion of the commanding officers of the training activities.

(13) Obtain a Foreign Identification Number (FIN) if this is the student's first time as an IMS. A FIN will be generated by the Defense Enrollment Eligibility Reporting System (DEERS) when the IMS is issued a new USIPC through the Realtime Automated Personnel Identification System (RAPIDS). SCNs will be phased out commensurate with assignment of a FIN in RAPIDS. IMSOs should not request a SCN if a FIN will be assigned. For IMS personnel who previously received training, obtain a Student Control Number (SCN) from Naval Education and Training Security Assistance Field Activity (NETSAFA), DSN: 922-2900, Extension 32903 or 32904. Either a FIN or a SCN, whichever is applicable, will be required on all reports.

(14) Forward the below listed reports to the Base IMSO Coordinator within three calendar days of the event. To expedite processing and forwarding, reports may be submitted as an E-mail attachment in the format depicted in Appendix A and in a software program that is compatible to the computers of both the Base IMSO Coordinator and MCCDC/CSW recipients. Microsoft is the preferred method. Though more than one report may be attached to a single E-mail, a separate report is required for each IMS. Required reports include:

(a) Arrival -- Upon arrival aboard Camp Lejeune.

(b) Commencement -- Upon commencement of scheduled course IMS is attending.

(c) Completion -- Upon satisfactory completion/graduation of course attending.

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(d) Incident -- If applicable, injury, death, civil law violations and charges or similar incidents regardless of action taken, unique or controversial situations involving grooming standards, religious principles, indebtedness or any situation detrimental to the successful completion of training. See JSAT, Chapter 10, paragraph 10-95, for specific guidance on who to notify (CG, MCCDC/CSW, Navy IPO, NETSAFA) and types (telephone, message) of notification procedures.

(15) Coordinate with Base IMSO Coordinator to obtain approval from MCCDC/CSW to amend or endorse ITOs. Upon receipt of approval, prepare all necessary ITO amendments and/or endorsements, in accordance with JSAT, Chapters 7 and 9. Once signed, distribute per JSAT. Provide a copy of all amendments and endorsements to the Base IMSO Coordinator within three calendar days.

(a) Reasons for amending an ITO include, but are not limited to:

- 1 promotion,
- 2 nominal increase in course duration or recycling into a succeeding class.

(b) Reasons for endorsing an ITO include, but are not limited to:

- 1 issuance of transportation requests and meal tickets,
- 2 payment of a living allowance,
- 3 change of installation,
- 4 issuance and return of the USIPC, and
- 5 to indicate whether or not Government quarters and subsistence were available.

(c) Reporting endorsement must reflect Worksheet Control Number (WCN), FY, Country, Student's Name, Command Location, training the IMS will receive and date training convened.

(d) Detachment endorsements must reflect similar information to include graduation date, detachment date, messing and billeting availability and disposition instructions (next training, returned home, etc.).

(16) Plan, budget for, and execute, in accordance with Chapter 11 of the JSAT, Department of Defense IP activities for all assigned IMS personnel. Upon request from MCCDC/CSW, the Formal Schools IMSO must submit their annual budget request to the Base IMSO Coordinator for consolidation. Administer the IP funds and encourage sponsors to use the funds available for the promotion of the IP.

(17) Coordinate IP activities with other Formal Schools to ensure whenever possible such activities as trips can be consolidated.

(18) Arrange for the IMS to participate in the IP if he/she desires. Opportunities should be taken which permit the IMS to see and become familiar with the United States, its people, its way of life and its potential to support international commitments. Activities which support the IP include visits to:

- (a) Local government agencies
- (b) State government agencies
- (c) Political party leaders
- (d) News media
- (e) Minority groups
- (f) Farms and agricultural organizations
- (g) Businesses and industry
- (h) Labor unions
- (i) Schools and colleges
- (j) Housing developments
- (k) Historic sites and parks
- (l) Sporting events
- (m) Public and private welfare agencies
- (n) Religious institutions

(19) If the IMS will attend follow-on training, notify gaining unit of IMS travel arrangements; otherwise, notify the

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home country SAO of the IMS return travel arrangements in accordance with Chapter 8 of the JSAT. Assist the IMS in making travel and transportation arrangements and escort him/her to the point of departure from Camp Lejeune, North Carolina area. This should be completed approximately two weeks before the end of the IMS's last course and notification of arrangements provided to the Base IMSO Coordinator at least ten days prior to departure. The SAO should receive enough notification to enable the SAO to arrange to meet the IMS upon arrival in the home country.

d. Unit IMSOs. Perform the IMSO duties listed in paragraph c above. Reference (a), Chapter 10, paragraphs 10-7 and 10-90, provides specific guidance on IMSO responsibilities that include, but are not limited to, maintenance of documentation, presentation of briefings, completion of reports and assistance to IMSs.

1003. THE INFORMATION PROGRAM

1. Objective. The objective of the IP is to assist IMS personnel in acquiring a balanced understanding of U.S. society, institutions, and goals, and is complementary to their formal training courses and orientation while in the U.S. Consequently, such activities as visits to private homes, local industries, industrial and cultural exhibits, farms, schools, historical points of interest, sports events and civic activities are encouraged.

2. Funds

a. Funds are obtained from MCCDC/CSW, Budget Division, DSN 278-4774.

b. Funds may be used in the following manner:

(1) Tours and visits will be conducted on an all-expense paid basis.

(2) Tickets to cultural and sports events and historical sites will be paid for from IP funds.

(3) Lodging for escorts will be provided for in the same manner as IMS personnel.

(4) Social activities such as luncheons or dinners may be supported by IP funds. The scheduling of guest speakers at these activities greatly enhances their value to the IP.

c. Sponsors or escorts should be prepared to substantiate all expenditures with receipts when requesting reimbursement from the disbursing office. Drawing advanced funds does not relieve the sponsor or escort from the responsibility of substantiating expenses.

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CHAPTER 2

GENERAL ADMINISTRATION PROCEDURES

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JOINT SECURITY ASSISTANCE TRAINING (JSAT) PROGRAM

CHAPTER 2

GENERAL ADMINISTRATION PROCEDURES

2000. INVITATIONAL TRAVEL ORDERS (ITO)

1. These orders are of utmost importance to the IMS as they:
 - a. Provide recognition of the military status of the IMS.
 - b. Constitute authority for issuing a USIPC.
 - c. Indicate the U.S. Navy sponsorship of the IMS for U.S. Immigration Service requirements.
 - d. Provide a basis for payment of the IMS during the effective period of the orders.
2. ITOs may be modified only on the authority of the CG, MCCDC, and the concurrence of the SAO. All modifications must be prepared in accordance with JSAT, Chapter 7.
3. If an IMS loses his/her ITO, he/she will be referred to the Base Personnel Office immediately.
4. An ITO may authorize travel by privately owned vehicle. An IMS requesting modification of his/her ITO to authorize travel by POV will be referred to the AC/S, TE&O.

2001. HOSPITALIZATION AND CASUALTY REPORTS

1. The AC/S, TE&O will be informed of any IMS who becomes a casualty, is injured during training, or requires hospitalization. This report will include all information known at the time.
2. A written report will be submitted by the unit to whom the IMS is assigned within 24 hours after occurrence of the death/injury/admission.
3. The AC/S, TE&O, will submit reports required by reference (a).
4. Release of the IMS's name and other information to news media, if required, will be made only by this headquarters and then not until 48 hours after notification to CG, MCCDC.

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2002. DISCIPLINE AND LAW

1. IMS personnel are not subject to punishment under the UCMJ, but will be subject to restraint or retention when necessary to prevent bodily harm to themselves or to other persons. IMS personnel are subject to Federal, State and local laws unless specifically exempt by diplomatic immunity or treaty (See Chapter 10 of the reference).
2. Commanding officers have no responsibility for apprehensions or detention of absentees other than to furnish the AC/S, TE&O with pertinent information.
3. All infractions of military discipline and/or civil offenses committed by IMS personnel will be reported to the AC/S, TE&O within 24 hours.

2003. ADDITIONAL TRAINING

1. When IMS personnel desire additional training not provided in the original ITO, the IMS will be advised to submit a request to his/her own military service via his/her naval attaché at least two months in advance of the commencement date of the training requested.
2. IMS personnel desiring to submit such requests will be referred to the AC/S, TE&O as soon as their intentions are known.

2004. RETURN OF NOTES AND OTHER MATERIAL TO IMS. Obtain all Retainable Instructional Material (RIM) from IMS personnel and, in accordance with paragraphs 8-10 and 8-18 of the reference, package and ship it to the home country SAO. RIM will only consist of unclassified books, pamphlets, maps, charts, or other course material issued to the IMS. It will not include articles procured by the IMS for personal use and not directly related to the course of instruction. An endorsement to the ITO will cite the weight shipped. Shipping allowances are permitted up to 200 pounds for each professional military education category (see table 8-3 of the reference, for specific qualifying courses) and up to 50 pounds for all other Navy and Marine Corps courses.

2005. UNIFORM FOR IMS PERSONNEL

1. IMS personnel will wear uniforms prescribed and furnished by their own country where possible. Such uniforms will conform

where possible to the uniform requirements of the unit where training is being accomplished. See paragraph 10-13 of the reference.

2. In the event the country concerned does not provide a uniform suitable for the Camp Lejeune environment, the IMS may purchase at his/her own expense from civilian or Marine Corps sources a basic U.S. uniform. Uniforms thus obtained will be worn as prescribed in current Marine Corps uniform regulations.

3. When U.S. uniforms are purchased, U.S. buttons, insignia, and other distinguishing marks must be removed and replaced with distinguishing marks of the country represented.

2006. LEAVE POLICY

1. Leave will be in accordance with the provisions of paragraph 10-22 of the reference. Leave with a living allowance may be granted within the continental limits of the United States during:

- a. A period of authorized holidays.
- b. Legitimate period of authorized delay between consecutive courses or training.
- c. A limited period following the termination of training while awaiting transportation.

2. Leave other than on the occasions set forth above may occasionally be approved by higher authority, but under no circumstances will any leave (except emergency) be granted which would interfere with or prolong the period of training or delay travel itineraries.

3. Requests for leave that require higher authority approval will be forwarded to CG, MCCDC/CSW via the AC/S, TE&O.

2007. HOLIDAYS. Commanding Officers are authorized to approve nonchargeable leave during U. S. holiday periods. Major national and religious holidays of the IMS's country are not to exceed one academic day for each holiday authorized. IMSs are authorized not more than two of their country's religious or national holidays in one calendar year. IMSOs should become familiar with the customs of the IMS's native country. When practical, arrange for an appropriate observance of IMS holidays, service

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anniversaries or other displays of friendship and good will. See paragraph 10-22 of the reference.

2008. REQUESTS FOR ASYLUM. Any request for asylum by IMS personnel will be immediately referred to the AC/S, TE&O, MCB, Camp Lejeune. After informing the Commanding General, the AC/S, TE&O will contact CG, MCCDC/CSW and Headquarters, U. S. Marine Corps Judge Advocate General Division, Operational Law Branch (JAO), by phone and apprise them of the nature of the request. Info a copy of all messages to Navy IPO and NETSAFA. Further actions will be directed from Headquarters, U. S. Marine Corps. See paragraphs 10-31 and 10-99 of the reference.

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APPENDIX A

FOREIGN TRAINING STATUS REPORT, OPNAV 4950-13

Foreign Trainee Status Report Format. The format for each type of report (Arrival, Commencement, Completion and Incident) is essentially the same, with the type report determining the actual contents. As the contents of some reports may contain sensitive information, separate reports are required for each student. Submitting units will complete all portions of the below format. "Not Applicable" or "N/A" may be used only in those sections for which no information exists. Most of the Course ID Data and Training ID Data are repetitive on each report, therefore it will simplify the IMSO's report preparation task if the IMSO creates a template (Arrival) for each individual and changes the appropriate data as reporting requirements change (i.e., Commencement, Completion, Incident). Where choices are listed below, enter only the appropriate choice. Sources of information for the below report are the 12-Month Projection Report, the ITO, the course instructor, the IMS, and NETSAFA.

From: Unit (Enter submitting unit, i.e. MCCSSS, FMS, MCES, or SOI)

To: Commanding General, Marine Corps Combat Development Command (CSW),

Via: Commanding General, Marine Corps Base, Camp Lejeune (TE&O)

Subj: FOREIGN TRAINEE STATUS REPORT, OPNAV 4950

Ref: (a) SECNAVINST 4950.4A, Chapter 10

1. Type Report: (Enter type of report, i.e. Arrival, Commencement, Completion or Incident.)

2. Course ID Data:

a. COURSE TITLE:

b. MILITARY ARTICLES AND SERVICES LIST (MASL):

c. CONVENING DATE:

d. COMPLETION/TERMINATION DATE:

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3. Training ID Data:

a. COUNTRY:

b. STUDENT CONTROL NUMBER (SCN) or FOREIGN IDENTIFICATION NUMBER (FIN) (If assigned by Defense Enrollment Eligibility Reporting System (DEERS) when ID Card entered into the Realtime Automated Personnel Identification System (RAPIDS)):

c. FULL WORKSHEET CONTROL NUMBER (WCN):

d. NAME (LAST (All caps), First, Middle):

e. ITO NUMBER/DATE:

f. RATE/RANK:

g. PROGRAM TYPE AND FY Enter program type, i.e. IMET, FMS, PME Exchange, Unit Exchange):

4. FLIGHT TRAINING INFORMATION Enter hours flown, by FY, in aircraft/simulator type):

5. TRAVEL DATA (Method of Travel [POV/Air], POV [is/is not] authorized on ITO, "IMS possesses valid Airline Ticket," Departure date/time, Airlines, flight #, Date, Times, Delays, IMS [does/does not] require excess baggage authorization, etc.):

6. LIVING ALLOWANCE DATA (IMS's Living allowance funded by USG. IMS will be paid daily rate of \$_____. Government Quarters [are/are not] being utilized. Government Mess [is/is not] being utilized. Enlisted IMS occupied BEQ. Daily maid service charge \$____):

7. REMARKS (IMS accomplishments, details of incident, and, if applicable, IMS ECL tested on _____, passed exam with a _____ raw score and a _____ converted score. Activity POC IMSO _____, DSN 450-____.):

8. FOLLOW-ON TRAINING INFORMATION (If applicable, show course title, inclusive dates, location of training, etc.):

9. IMS is [unaccompanied/accompanied].

10. IMS in BOQ at \$____ per night.

Approved by: _____